

Attachment B

Form of Offer Letter

ATTACHMENT B

[Contractor's Letterhead]

[Insert Date]

District of Columbia Department of General Services
2000 14th Street, NW, 8th Floor
Washington, DC 20009

Attn: Mr. Brian J. Hanlon
Director/Chief Contracting Officer

Reference: Invitation for Bids – DOES Headquarters First Floor Tenant Improvements
Solicitation No. DCAM-13-CS-0170

Dear Mr. Hanlon:

On behalf of [INSERT NAME OF BIDDER] (the "Bidder"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Invitation for Bids (the "IFB") for DOES Headquarters First Floor Tenant Improvements. The Bidder has reviewed the IFB and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Bidder, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the IFB. The Bidder's proposal and the Lump Sum Price (as defined in paragraph A) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal and the Lump Sum Price are referred to as the "Bidder's Bid".)

A. The Lump Sum Contract Price is as follows:

CLIN	DESCRIPTION	LUMP SUM PRICE
0001	New Build Out of Base Building and Future Cafeteria at DOES Headquarters in accordance with Section B of this solicitation package and the DGS Drawings and Specifications in Attachment A.	\$ _____
0002	New Build Out of Multipurpose Room at DOES Headquarters in accordance with Section B of this solicitation package and the DGS Drawings and Specifications in Attachment A.	\$ _____
	LUMP SUM PRICE CLIN 0001 - CLIN 0002 (Total)	\$ _____

The Bidder acknowledges and understands that the Lump Sum Price is a firm, fixed price and intended to be Bidder's sole compensation for the services required under the contract and should include sufficient funding for all of the Bidder's costs associated with the work, including, but not limited to, labor, tools and equipment, materials and supplies, and overhead, insurance and profit.

The Bidder's Bid is based on and subject to the following conditions:

1. The Bidder agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the IFB closing date.
2. Assuming the Bidder is selected by the Department and subject only to the changes requested in paragraph 5, the Bidder agrees to enter into a contract with the Department on the terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.
3. Both the Bidder and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Bidder to the terms of the Bidder's proposal. The Bidder further represents and warrants that no further action or approval must be obtained by the Bidder in order to authorize the terms of the Bidder's proposal.
4. The Bidder and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the IFB in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the IFB; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

5. The Bidder's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. BIDDERS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. BIDDERS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]

6. The Bidder hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This Offer Letter Form and the Bidders's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE BIDDER].

Sincerely,

By: _____

Name: _____

Its: _____

Email: _____